

**Westwood Park Association
Minutes of Board of Director Meeting
Meeting Held Virtually
January 6, 2022**

AGENDA

1. Call to order at 7:04 pm

Roll Call

Present (via Zoom): Francine Lofrano, Pauline Jue, Rick Marsh, Mike O'Driscoll, Carol Karahadian, Miguel Carion

Absent: Jeanine Hawk

Guests: none

2. Open Forum

No outside guests attended.

3. Approval of Minutes of December 2, 2021, meeting

Confirmation of the electronic approval of minutes. A motion was made and seconded. Motion was unanimously approval 6-0.

4. Reports

a. President Report

- The first Ocean Ave Mobility Task Force met in November 2021. \$250K was approved to modify the traffic pattern at the Ocean Ave and Frida Kahlo Way intersection. The next meeting is scheduled for Feb. 16, 2022.
- J. Hawk informed the board that due to personal issues she will be resigning from the WPA Board of Directors as of Jan 31, 2022. Based on the WPA bylaws, the process for her replacement will be determined and implemented at the next board meeting.

b. Treasurer's Report

- **Account Balances:** Total bank balance as of 12/31/2021 per online bank information n is **\$63,365.74** (Checking: \$42,442.71; Savings: \$20,923.03).
- **Outgoing Checks:** As of 12/31/2021
 - #1539 (11/30/2021) - \$1,650.00 To: Gutierrez Gardening for November 2021
 - #1540 (12/7/2021) - \$8,574.00 To: Davey Tree for 6 new Magnolia trees
 - #1541 (12/14/2021) - \$45.00 To: Francine Lofrano for reimbursing notary fees for liens & release

- #1542 (12/14/2021) - \$200.00 To: SF Assessor Recorder for recording 2 liens
- #1543 (12/17/2021) - \$600.00 To: Baltazar Gutierrez for boulders & their placement on Miramar Island
- **Electronic Payments: Per Bank as of 12/31/2021**
PG&E – (12/6/2021) - \$112.27
Gutierrez Gardening – (12/17/2021) – \$1650.00
- **Dues Collection Status:** As of the 1/2/2022 deposit, a total of 663 out of 685 properties (96.78%) have paid their 2021-2022 dues.
- **Lien Status:** Two new liens and one acknowledgement of satisfaction of lien were recorded on 12/27/2021. Resident was sent a copy of the lien release and a letter notifying him that the lien has been released.

c. Health and Safety – Bins at Ocean and Miramar

- M. Carion attended the December 13th Ocean Ave Association (OAA) ZOOM call that discussed the USAgain Bins located at the corner of Miramar Ave and Ocean Ave.
- A representative from USAgain explained that a new contract was established with the owner of the building allowing them to place the clothing recycling bins on their property. The representative was aware of the past issues of debris build up as well as the vagrant loitering and vandalism.
- OAA representative was not a part of the USAgain discussion in the past. However, because of his past awareness of the issues he has made it a priority to keep the area maintained. The following actions will be taken:
 - Proper signage indicating no dumping or no trespassing to be posted within 7-10 days.
 - Camera surveillance.
 - Regular pick up and monitoring.
 - Area cleanup (within 25ft of bins) of any debris.
- M. Carion will continue to attend QAA meetings as a WPA representative and will follow up as needed.
- M. Carion will circulate a draft of his WP Emergency Preparedness recommendation to the board for further discussion.

d. Common Area

- **Damage by trucks to Miramar median lawn:** Central Concrete truck damaged the Miramar lawn near Westwood on 12/14/21. Gardener submitted bill of \$350 to repair, awaiting reimbursement from company. Baltazar has installed large boulders at Miramar & Northwood to prevent further lawn damage.
- **New magnolias:** One new tree on Miramar fell over as box enclosure broke during 12/13 storm, but thankfully Fred Lofrano repaired it. Davey Tree further secured it the next day; Other new trees are holding up ok thus far.
- **Miramar & Ocean pillars:** M. O'Driscoll and M. Ahrens had a positive meeting with the 1490 Ocean HOA attorney on 11/15/21 re restoring the lights on the pillars. Their attorney will provide redline to our easement agreement. Our architect Rob Razzo drafted the initial CAD design exhibit for review but needs drawing of new conduit location by electrician. Once completed, will share with 1490 Ocean HOA. The WPA is looking for a local WP attorney who would be willing to volunteer their time for any additional legal action for ensuring the completion of this project.

e. Land Use and Planning

- 1540 Ocean Ave – P. Jue will follow up with J. Hawk as to the status of the letter to be drafted to the appropriate parties.

f. Technology Report

- Creating a backup for the MailChimp email list - Victor and R. Marsh have identified a fix. Unfortunately, the fix means editing most of the entries in the list. Editing the entries will be shared between Victor and R. March and will be completed as time permits.
- Fixing the FNAME macro - Victor identified a fix that will be implemented for the next emailing.
- Reconciling the No Email list - this list is maintained separately from the Homeowners list, and the Email list in MailChimp. Some errors in the list have been recently noticed. Victor and R. Marsh are proactively looking for other errors. Once the backup MailChimp email list is completed progress can be made in reconciling the list.
- One list to rule them all – Victor and R. March are working to create a master list of homeowners that also contains email addresses. This would eliminate the need to maintenance three separate lists.
- Add Window replacement FAQ to website - Victor will adjust the content to create a posting rather than an email response and will update the website.
- Add Planning Commission video to website - Anita provided the video to R. Marsh at the Planning Commission meeting where the Westwood Park guidelines were adopted. R. Marsh will edit the video to only include the Westwood Park content. Assuming it is size appropriate it will be posted on the website - progress to be made in the future

- Victor will restore a reference to the bungalow book on the website as requested by Michelle O’Driscoll.
- Rick is aware that M. O’Driscoll is unable to email board@westwoodpark.com and will investigate
- R. Marsh was asked to investigate a Dropbox account for the board rather than using a board member’s personal account. A DropBox account would cost \$17/month. After assessing what WPA documents are posted, it was suggested that a better alternative would be to subscribe to an online document collaboration tool with storage. This would enable online document sharing and editing. The recommended software was Microsoft 365 (\$35/month).

5. Unfinished Business

a. Approval of Tax Returns and CPA review

- P. Jue will follow up with J. Hawk as to the status of Tax Returns and CPA review. An update will be provided at the next board meeting.

b. QuickBooks update

- P. Jue and R. Marsh will follow up with J. Hawk on the ongoing use of QuickBooks. An update will be provided at the next board meeting.

c. Check Signing

- A motion was made and seconded to confirm that any budgeted or non-budgeted check \leq \$500 can be signed by one officially authorized WPA signer. Additionally, any checks greater than \$500 would require two officially authorized WPA signers. The motion was unanimously approved with a vote of 6-0.

d. 1540 Plymouth Ave

- Owners responded with the proposal of reducing the wall height by 2 cinderblocks to reduce the total height to 18 in vs. the required 12 in. M. O’Driscoll and P. Jue will meet with the owner to discuss next steps.

6. New business

a. 2022-2023 Budget Formulation

- F. Lofrano drafted the 2022-2023 association budget.
- It was agreed that a designated WPA Zoom, and document storage account would be secured and added to the budget.

b. Winter Newsletter

- Editor Michelle O’Driscoll has prepared a first draft of the Winter newsletter. Will need final copy two weeks before you’d like it to be sent so it can be formatted. Last year, it was mailed on Jan. 27th but should be

out before start of new fiscal year on March 1. Suggest final text due from everyone by Jan. 17th. We will only mail hard copies to those who have not opted into email distribution.

c. Prep for 2022 Assessment mailing

- F. Lofrano will work with R. Marsh to determine if he is able to roll over the assessment mailing database from 2021 to 2022.

d. QuickBooks Implementation Plan

- Topic will be addressed at the next board meeting

e. 2022 Tax Return Preparation

- Topic will be addressed at the next board meeting.

f. Next Board meeting: February 3, 2022, at 7pm

7. Adjournment

- a. A motion was made and seconded to adjourn. Unanimous approval, 6-0. Meeting adjourned 8:56 pm.

Submitted by C. Karahadian, Secretary